



How to File an Application for Unemployment Benefits

1. **Go to NHES Homepage** at www.nhes.nh.gov. Click the maroon "File a Claim for Benefits" button on the left side of the page.

Selections to Register as a New Claimant, See below for instructions

Selections for an Existing User, See below for instructions

2. Register as a New Claimant

- Step 1:** Indicate the location you are filing from (home, library, NHES office) and click on "Register to create a new account"
- Step 2:** Provide your personal information in required fields and click Next.
- Step 3:** Create a Login Name and Password and click Next.
- Step 4:** Choose and record five (5) different security questions and answers then click Submit
- Step 5:** You will be returned to the main page.
- Step 6:** Indicate the location you are filing from, enter your Login Name and Password and click Login.

3. Existing and Returning Users

- Step 1:** Indicate the location you are filing from, enter your Login Name and Password and click Login.
- NOTE:** If you have previously filed a claim but not yet established a Login Name, enter your social security number in the Login Name field. You will then be prompted to create a new Login Name and choose five (5) security questions and answers.
- Step 2:** Welcome to your Main Menu

4. **Personalized Main Menu.** You will be presented with your personal Main Menu. Choose the **Apply for Unemployment Insurance Benefits** to file a new initial claim or **Reopen your claim for Unemployment Insurance Benefits** to reopen your existing claim.

Good Afternoon,

File For Benefits

◆ Apply for Unemployment Insurance Benefits

If eligible, the effective period of your unemployment insurance benefits claim will be 04/24/2016 to 04/22/2017

FOR YOUR CLAIM TO BE EFFECTIVE ON 04/24/2016, THIS APPLICATION MUST BE COMPLETED AND CERTIFIED ON OR BEFORE 11:59 PM ON 04/30/2016

You will then will need to complete the following:

5. **Personal Information.** Enter all the information requested and click **Next** button.
6. **Preferences.** Enter all the information requested and click **Next** button.
7. **Claim Questions.** Please read each question thoroughly and answer honestly, then click the **Next** button. If any answer you provided requires more detailed information, additional screens and questions will be presented. Answer all additional questions as thoroughly as possible to avoid delay in processing your claim.
8. **Work History.** This information is extremely important. If you do not provide all employment for the last 18 months, claim processing may be delayed. Choose from the list of employers presented to you, or search for an employer that is not on the list by choosing "My employer is not listed above". Enter **all** employers in the last 18 months, whether part-time or full-time, in NH or another state, Federal, military, sub-contracting or self-employment.
9. **Work History Details.** A separate employment details page will be presented for each employer that you select or enter. Click **Next** button to proceed from page to page until you have provided all work history for the last 18 months, then click **Work History Complete** button. If any answer you provided requires more detailed information, additional screens and questions will be presented. Answer all additional questions as thoroughly as possible to avoid delay in processing your claim.
10. **Reemployment.** All applicants must complete the Reemployment pages. If you are returning to work within 4 weeks of your last day worked, you will not be required to participate in reemployment services but may be scheduled for a mandatory Benefits Rights Interview. You must choose at least one occupation using the **Search** button under **Occupation Details** and have the opportunity to choose two. For each occupation, you will be provided a list of **Job Skills** and should check off all skills that apply. Click **Next** button to proceed.
11. **Review & Certify.** This is your opportunity to review the information you have supplied to be sure it is correct. ***It is your only opportunity to change information before the claim is completed.*** Use the plus-sign to expand the sections and review your answers. If you wish to change any information, click the **Edit this section** for the section you wish to edit. You will be returned to the appropriate page for editing. Click **Next** when page is edited.

When review is complete, check the box to certify that you have reviewed the information and provided complete and correct information. Choose whether you completed the claim or another individual or interpreter completed the claim for you. Click **Certify Claim** button when done.

12. **Certification.** If you did not complete this application, please provide the name of the individual who completed it for you. For your claim to be processed, you must choose YES to acknowledge your agreement to the certification statement, then click **Next** button.
13. **Confirmation.** Your claim has been accepted. **This is a very important page – please read it.** Filing for unemployment is a two-step process. Instructions on your next step, filing a continued claim, are on this page and must be followed or no further action will be taken on your claim; no payments will be made. You must file your continued claim between the Sunday to Saturday period immediately following the day you open your claim.

It is recommended that you print this page. To do so, click **Print Confirmation** button. If you are not able to print, please write down the Confirmation number.

Clicking the **Main Menu** button will return you to your personalized main menu.

If you encounter problems, please go to your New Hampshire Employment Security NHWORKS Local Office for assistance. If you do not live in New Hampshire, please call 1-800-266-2252 and follow the prompts for questions about your claim.